

ONLINE PERMITTING INFO SESSION

HVAC:

- Permits
- Inspections
- Troubleshooting
- Department Website


Office of Construction Review
2-19-2015



Applying for a Permit



DEVELOP
LOUISVILLE
LOUISVILLE FORWARD



Pay Fees Online

Welcome to the online Business Portal for Louisville Metro Government. At this time you can obtain building permits from the Department of Develop Louisville, Division of Construction Review. We hope this service facilitates your permitting experience and helps you successfully complete your project safely and legally.

We will provide helpful TIPS along the way to help guide you along.

- If you have an account, enter your User Name and Password and click "Sign In".
- If you have an account but can't remember your password. [Click here](#).
- If you are new to the system, click on [Enroll](#)

For additional information on Building Codes, Permits, and construction related information, please visit our website: <http://www.louisvilleky.gov/ipl/Construction+Review/> or call our office at (502) 574.3321. Staff email addresses are (firstname).(lastname)@louisvilleky.gov. For example, Joseph Smith's email would be joseph.smith@louisvilleky.gov.

Sign In

User Name:

Password:

☐ Remember me on this computer

[Sign In](#)

Forgot your password? [Click here](#)

If you do not have an account, follow the link below to set up an account. [link](#)

TIP: To obtain a permit online you must have an account. Permits are only issued to licensed/identified contractors, or the property owner. There may be additional requirements for Property Owner permits, including proof of property ownership. Property Owner permits can be obtained by visiting our offices at 444 S. Fifth Street, Suite 100 and making application in person. Some permits require submittal and review of documents prior to issuance of permit.

TIP: Purposefully providing inaccurate project scope and detail is a violation of the building code, and state and local ordinances and will subject the applicant to penalties.

TIP: Particularly helpful are our Homeowner's Toolbox pamphlet series, available on our website by clicking [here](#) which provide basic information about the permitting process for a variety of common projects.

1) Sign in!

If you need an account set up email:
bldghvacinspection@louisvilleky.gov

2) Bookmark this direct link for
easy access:

<https://dp.louisvillemetro.org/DPCDR8/>

This is Your Home Screen



DEVELOP
LOUISVILLE
LOUISVILLE FORWARD



0 items in My Cart \$0.00

Check Out

Sign Out

Portal Home

My Account

- Modify Account

APPLICATIONS

- Construction Permits

PAY FEES

- My Construction Permit Fees

Look Up



Lookup your issued Permits to check their status and view details. You can search for permits by permit number, applicant name, or address/parcel ID.

- Construction Permit



Apply



To apply for a Permit you will need to provide information such as the type of application, site location, and specific details regarding your application. Visit our website <http://www.louisvilleky.gov/ip/Construction+Review/> for a full explanation of all available permits and associated submittal requirements. Once your application is successfully submitted and completed, you will receive a confirmation via email.

- Apply for a Construction Permit



Pay Fees



Pay fees for your Permit. Online payments can be made only with Visa or MasterCard.

- My Construction Permits to be Paid



Review Applications
& Permits

[CDR Home](#)[Building Home](#)[My ACCOUNT](#)[Modify Account](#)[APPLY FOR A
CONSTRUCTION PERMIT](#)[My Saved Applications](#)[Apply](#)[CONSTRUCTION PERMITS](#)[My Construction
Permits](#)[REVIEWS](#)[My Reviews](#)[INSPECTIONS](#)[My Inspections](#)[FEES](#)[My Fees](#)[LOOKUP PERMIT](#)[My Construction
Permits](#)[Applicant](#)[Address](#)

New Application for Hansen H8DPTESTACCT

**Applicant
Information**Additional
ContactsPermit
TypeAddress
LocationJob
Description

Details

Application
Confirmation

Applicant Information

- Select the applicant
- Click "Next"

Applicant Type

- ☐ I am the property owner completing this work.
- ☒ The contractor will complete this work.

NOTE: Please note that this page is still being expanded and the ability for Property Owners to pull permits on this website will be available soon, but this option is not available at this present time. To obtain a Property Owner permit you will need to apply in person at our offices.

Cancel

Next



New Application for Hansen H8DPTESTACCT

Applicant
Information**Additional
Contacts**Permit
TypeAddress
LocationJob
Description

Details

Application
Confirmation

Additional Contacts

If you do not wish to add additional contacts, click "Next" to proceed to next step.
To add additional contacts to this permit:

- Click "Add Contact". As the contractor applying for this permit you will automatically be added as a Contact, you do not need to manually add you or your company to the permit on this page.
- Enter required contact information
- Click "Search". The submitted information will be checked against a database of contacts. If there is no match additional contacts may be added manually by staff.

Add Contact

Cancel

Previous

Next

Adding an additional contact is not required! As the contractor you are automatically added to the permit.

New Application for Hansen H8DPTESTACCT

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	--------------------------

Permit Type

- ☐ Please select the permit type for which you are applying. You will see all available permit types but will only be able to successfully apply for those types of permits you are licensed to obtain.
- ☐ Click "Next"

Permit Type: *

HVAC Permit ▼

TIP: Select the type of permit that most specifically matches the type of work you are performing.

Cancel

Previous

Next

Make sure to select the correct permit type. If you select a type not associated with your license the permit will not be completed.

New Application for Hansen H8DPTESTACCT

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	--------------------------

Permit Location

Address Search: Search application address

- Enter the Address and click "Search"
Example: Entering Street Name & select Suffix "Main St" will result in a list of all addresses available for "Main St"
- Select the correct location by clicking on the appropriate address returned by the Search
- If you do not see the correct location, make changes to your search and try again

Number Dir Street Name* Unit/Apt.
444 -- 5%

Zip

Search

TIP: "Permit Location" is the location of the project. Simply enter the street address, or the first few letters of the street name and the % symbol, and matching addresses will be displayed. Next, select the appropriate property among the addresses displayed.

TIP: Pay particular attention to "Unit/Apt" when the project occurs in a sub-unit of a building. Proper selection will ensure the permit is associated with the appropriate parcel in our database and is connected to related permits. Additionally this will save time when our inspector needs to find your site to perform inspections.

Cancel Previous

Using only the street number and first few letters or number *with* a '%' sign is the easiest way to search for addresses. The '%' acts as a wild card, in case you are unsure of spelling or the exact address.

New Application for Hansen H8DPTESTACCT

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	--------------------------

Permit Location

Address Search: Search application address

- Enter the Address and click "Search"
Example: Entering Street Name & select Suffix "Main St" will result in a list of all addresses available for "Main St"
- Select the correct location by clicking on the appropriate address returned by the Search
- If you do not see the correct location, make changes to your search and try again

Number Dir Street Name* Unit/Apt.
444 -- 5%

Zip

1 Matches Found

Street #	Dir	Street Name	Suffix	Apt	City	State	Zip
444	S	5TH	ST		LOUISVILLE	KY	40202-0000

Search

TIP: "Permit Location" is the location of the project. Simply enter the street address, or the first few letters of the street name and the % symbol, and matching addresses will be displayed. Next, select the appropriate property among the addresses displayed.

TIP: Pay particular attention to "Unit/Apt" when the project occurs in a sub-unit of a building. Proper selection will ensure the permit is associated with the appropriate parcel in our database and is connected to related permits. Additionally this will save time when our inspector needs to find your site to perform inspections.

Cancel Previous

Any and All address possibilities with the criteria provided will automatically generate in a list. Once you click the correct address the permit will progress to the next step.

New Application for Hansen H8DPTESTACCT

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	--------------------------

Job Description

- Select the Work Type that most specifically matches the work included in this permit.
- Select the Occupancy Type that most closely resembles the type of occupancy for the building.
- Enter the Declared Valuation - the project cost - for the work included in this permit.
- Enter the Description of the construction/proposed job. The description should be as detailed as possible indicating the scope of work and location on the site and project title.
- Click "Next"

Work Type*

Replacement ▼

Occupancy Type*

Single Family ▼

Declared Valuation*

100

Description of the construction/proposed job*

Enter Job Site Details Here!

TIP: Where the "Save For Later" button is available use this to save your project, particularly if you need to leave prior to completion of the permit. You will be able to come back to this permit application using the "My Saved Applications" link.

Cancel

Previous

Next

Save for Later

The work type/ occupancy type and structure type (next page) *must* match!

In this description box we need as much detailed information about the job site as possible!

New Application for Hansen H8DPTESTACCT

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	--------------------------

Application Details

- ☐ Enter in the details.
- ☐ Click "Next"

HVAC

Structure Type * *

Dwelling Units * New Ducts Work *

HVAC Equipment to be Installed/Replaced

Select the Unit Type and Equipment Type, then enter a Quantity. Enter any Comments (if any) about the HVAC equipment to be installed/replaced. Click on the **Add** button at the bottom for each Equipment Type to be installed.

Note: A minimum of ONE HVAC Equipment must entered in the HVAC Fixtures grid before going to the next step of the application.

Unit Type

Equipment Type

Quantity

Comments

Add

HVAC Fixtures

Unit Type	Equipment Type	Quantity	Comments	
COMBINED UNITS	ELECTRIC	1		Delete

TIP: Application details – enter data and select pulldown menu options that most specifically describe the work. Purposefully misstating project scope and detail is a violation of the building code, and state and local ordinances and will subject the applicant to penalties.

TIP: Be sure to make an entry in each field even if the answer is Zero. Empty fields or conflicting information will cause delays in the processing of your application.

Cancel **Previous** **Next**

Save For Later

This Structure Type *must* match the Work type on the previous page! The permit will not process correctly if 'new' and 'existing' types are mixed.

You must 'Add' each unit type before continuing with the permit.

New Application for Hansen H8DPTTESTACCT

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	--------------------------

Permit Information Confirmation

To submit your application:

- Confirm the permit information is correct.
If changes need to be made click the appropriate "Edit" button.
- Click the "Apply/Save" button to submit your permit.

Permit Information To Be Submitted

Permit Type: HVAC Permit

Edit Applicant Type: Contractor
Contractor Name: Hansen H8DPTTESTACCT

Edit No contact added.

Edit Site Location: 444 S 5TH ST LOUISVILLE KY 40202-0000

Edit Occupancy Type: Single Family
Work Type: Replacement
Declared Valuation: \$100.00
Priority: Exist
Description:
Enter Job Site Details Here!

Edit Detail page information.

TIP: Take this last opportunity to confirm the permit application information. When you select the "Apply" button the application will be submitted for creation of permit application and assigned a reference number. For those permit types that do not require additional processing, such as plan review or corrections, fees will be calculated and the permit will be ready for purchase. All other permits will be assigned to staff for prompt review and processing.

Cancel
Previous
Apply
Save For Later

This is where you will need to verify the permit information. Your permit is not completed until you click Apply!

This is the screen after you 'Apply' – Now you have your Application/Permit number but it is still not completed until it is paid!

You will be able to check this website for status updates for your application.

Permit Type: HVAC Permit
Permit Number: HV915685
Site Location: 444 S 5TH ST LOUISVILLE KY 40202-0000
Primary Applicant: Hansen H8DPTTESTACCT
Issue Date:
Fees: \$75.00
Declared Value: \$100.00
Legal Occupancy: Single Family
Description of Work: Enter Job Site Details Here!
Milestone: Pre-Issue Permit

Application Checkstatus

All Fees must be paid in Full.	Pending
- HVAC Fee(\$75.00) - Unpaid Amount (\$75.00)	Unpaid
Commercial and Industrial Boilers check.	Successful
Liability Insurance required.	Successful
Number of Ducts required.	Successful
Workmans Compensation Insurance required.	Successful
If it's not Property Owner Permit, must have STATE-HVAC license	Successful

Application Fees

Description	Fee Amount	Action
HVAC Fee	\$75.00	Add to Cart

[View](#) | [Clone](#)

Your cart can be found in the upper right of the screen. At this time you may pay for this permit or continue applying for multiple permits and complete 1 check out.

Pay Fees

- ☐ Review the selected application(s) to be paid and the amount due.
- ☐ Click on "Next" to proceed with payment.
- ☐ Otherwise, click "Cancel" to exit.

☐ My Cart

	Item Description	Amount
<input checked="" type="checkbox"/>	HV915685 - HVAC Permit 444 S 5TH ST LOUISVILLE KY 40202-0000 HVAC Fee	\$75.00
Remove Selected Fees		Subtotal: \$75.00
<div><input type="button" value="Cancel"/> <input checked="" type="button" value="Next"/></div>		

Payment Confirmation

You paid for the following application(s):

HV915685 - HVAC Fee

Payment Transaction Number: B70U7BC3F04B

Authorization #: 323555

Your credit card has been charged: \$75.00

Please keep this information as verification of payment.

 [Printer-friendly version](#)

Now the permit is issued!

Look up a Permit

2.)

Permit #:

CDR Home

Building Home

My Account

■ Modify Account

APPLY FOR A
CONSTRUCTION
PERMIT

■ My Saved
Applications

■ Apply

CONSTRUCTION
PERMITS

■ My
Construction
Permits

REVIEWS

■ My Reviews

INSPECTIONS

■ My Inspections

FEES

■ My Fees

LOOKUP PERMIT

■ My
Construction
Permits

■ Applicant

■ Address

1.)



Lookup Construction Permit

View your building Permit or search for other permits by number, applicant name, or address.



Apply For A Construction Permit

Choose the building permit type you would like to apply for.

You will need the following information in order to apply online for a permit:

Application Information: Information related to the type of work and the worksite location or address.

Applicant Information: Your name, address, phone number and e-mail address as well as pertinent licensed contractor information.



Lookup Reviews

View reviews related to your applications.



Lookup Inspections

View inspections related to your applications. To request an inspection, provide a proposed date and time. You will receive a confirmation upon scheduling your inspection.



Pay Fees

View fees related to your applications.

2.)

1.) Search by Date Range

My Permit Applications

Permits information associated with Hansen H8DPTESTACCT

Search Criteria

My Applications Information

- ☐ Select application type (Optional).
- ☐ Select application status.
- ☐ Select the dates.
- ☐ Click "Search".

Application Type:

-- Select One --

Application Status:

☐ In Progress ☐ Closed ☒ All

Application Between Dates:

From* 11/16/2014 To* 2/16/2015

Search

2.) Search by Permit Number

Permit Application Lookup

Here you may choose to search for permit by permit number, applicant, or address.

From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Permit # Search

Applicant Search

Address Search

To search for an application:

- ☐ Enter the Application Number.
- ☐ Click "Search".

Application #:*

Search

Request Inspections

Permit Application Lookup

Here you may choose to search for permit by permit number, applicant, or address.
From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Permit # Search	Applicant Search	Address Search	Search Result - 16
Permit #	Type	Address	Actions
FP915659	Fireplace Permit	444 S 5TH ST LOUISVILLE KY 40202-0000	Summary
HV915330	HVAC Permit	444 S 5TH ST LOUISVILLE KY 40202-0000	Summary
HV915383	HVAC Permit	444 S 5TH ST LOUISVILLE KY 40202-0000	Summary
HV915384	HVAC Permit	444 S 5TH ST LOUISVILLE KY 40202-0000	Summary
HV915685	HVAC Permit	444 S 5TH ST LOUISVILLE KY 40202-0000	Summary Clone Inspections Fees Print Permit
1234			

Permit Application Lookup

Here you may choose to search for permit by permit number, applicant, or address.
From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Summary

Inspection

Fee

Insp #	Inspection Type	Scheduled Date	Partial	Status	Actions
2097310	Rough-in		No		Request Inspection

Back to Search Results

If you need to request an inspection type other than what is listed, call us before entering the request!

Request Inspection Details

Today's Date/Time:

2/16/2015 2:09:28 PM

To modify this inspection,
follow the instructions below.

You may schedule an inspection within the next 30 business days.

You may not request an inspection for the next day after 4:30 PM today.

- ☐ Select the 'Requested Date' desired
- ☐ Select the preference value
- ☐ Enter the location information
- ☐ Click the "Request" button

Inspection Information:

Permit Number: HV915685

Inspection Number: 2097310

Inspection Type: Rough-in

Requested Date:

< February 2015 >						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Preference:

-- Select One --

☐ Partial Inspection

Location:

Request Inspection

Permit Application Lookup

Here you may choose to search for permit by permit number, applicant, or address.

From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Inspection Request Confirmation:

Inspection for Permit #: HV915685

This is a confirmation that your inspection has been requested.

Inspection Summary

Inspection Number: 2097310

Inspection Type: Rough-in

Requested Date: Tuesday, February 17, 2015

Location: test

Printer-Friendly

[Back to Search Results](#)

When selecting a date from the inspection calendar, select the FIRST AVAILABLE date on the calendar. The date selected is the date it appears on the inspector's list. Also, if you update this with a later date your inspection will be pushed farther down the list!

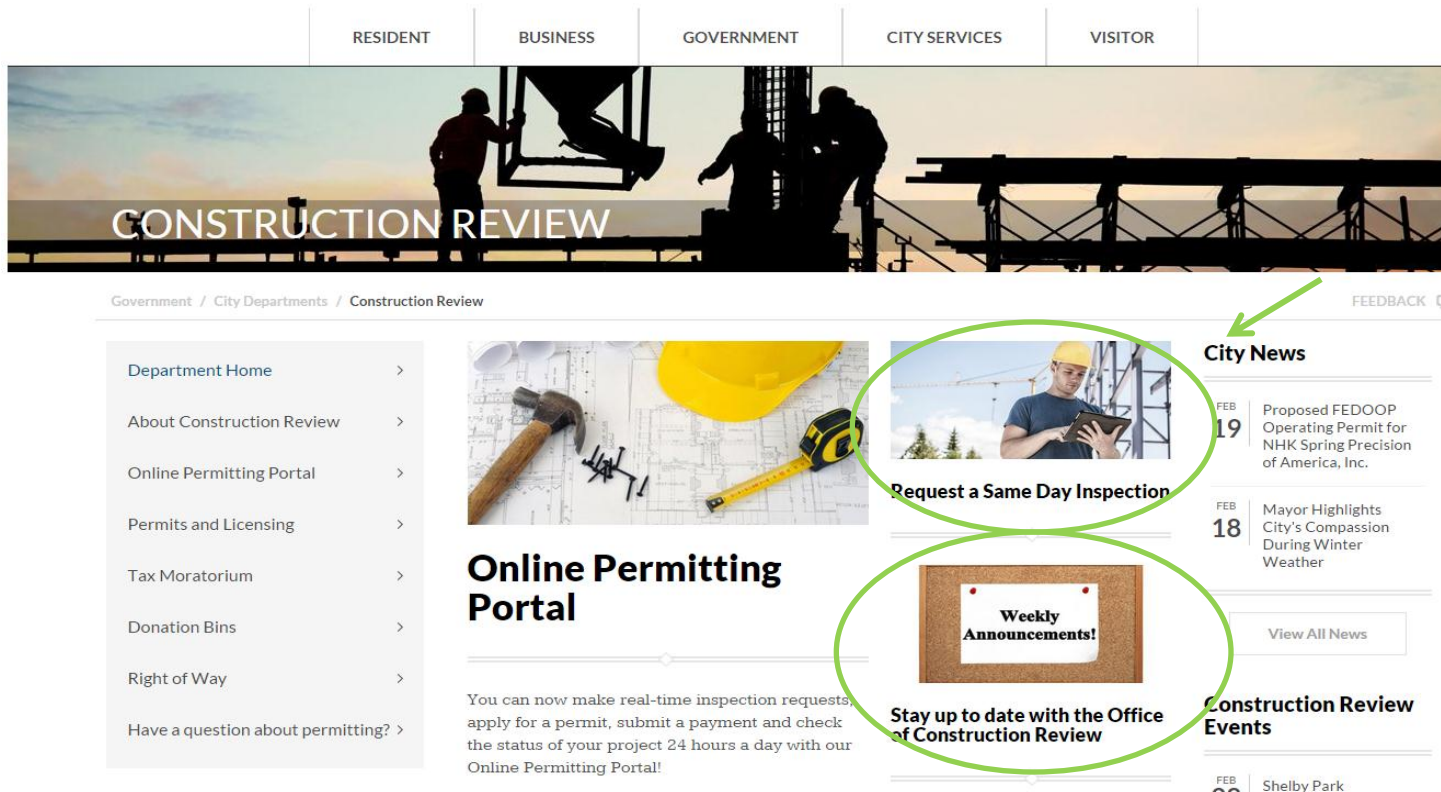
Do not select a 'Preference'

Enter contact details in this 'Location' Box – This is easily accessed by the inspectors.

Same Day Inspections!

These can be requested two ways:

- Using the Dynamic Portal you must call us, wait for the fees to be added and check out the same way as you would when applying for a new permit.
- Using our department website: www.louisvilleky.gov/government/construction-review



Note: Our website is designed to operate best in Google Chrome. Please be aware that issues are likely if using a different/older browser.

- Department Home >
- About Construction Review >
- Online Permitting Portal >
- Permits and Licensing >
- Tax Moratorium >
- Donation Bins >
- Right of Way >
- Have a question about permitting? >

Contact

Construction Review
(502) 574-3321

444. S. 5th Street
Louisville, KY 40202
7:30 AM to 5:00 PM Monday - Friday



Same Day Inspection Request

Same Day Inspection Request

Use this form to request a Same Day inspection. Form must be submitted by 10:00 am to be completed the same day. If submitted after 10:00 am the inspection will be completed the next business day.
Note: This form works best when using Google Chrome

Winter Weather – Thursday, February 19th

Our inspectors will be completing inspections today. However due to the condition of many roads and the number of inspections requested over the past few days, we cannot guarantee a Same Day Inspection will be completed today. It will be completed as soon as the inspectors are able.

Select the Permit Type *

☐ HVAC/ Mechanical ☐ Electrical ☐ Building

Permit Number *

Must be between 1 and 8 characters. Currently Used: 0 characters.

Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Contact Information and Special Instructions *

Email Address for Confirmation

Additional Information

Please provide as much information as possible.

Type of Inspection *

- ☐ Final Inspection
- ☐ Footer/ Foundation
- ☐ Rough-in/ Framing
- ☐ Temporary Pole
- ☐ Temp on the Main

Type of Structure

- ☐ Single Family or Condominium
- ☐ Commercial
- ☐ Multi- Family or Apartment

Submit

Total \$0.00

This form works best in Google Chrome, and is also mobile friendly for both Android and Apple devices.

After all information is submitted on this page, our staff and the inspectors are automatically notified of the request and payment confirmation (next screen).

As a department we have implemented new fees for Same Day Inspections. The sites affected are Multi – Family sites when multiple units are to be inspected. The \$100 fee will be applied to every 4 units. Also, this fee does *not* include the \$35 additional inspection fee. When applicable this will be added to your permits and can be paid either through your dynamic portal account, in the office or can be mailed in.

Same Day Inspection Request

Payment Summary

Please review the following details for this transaction.

Description	Item Price
Please select the number of apartment units to be inspected <i>9-12</i>	\$300.00
Total	\$300.00

# of Units	New Fee
1-4	\$100
5-8	\$200
9-12	\$300
13-16	\$400
17-20	\$500

Billing Information

Enter your payment details below.

Cards Accepted



Credit Card *

Secure

First Name

Last Name

Credit Card Number

 /

Expiration Month Year

Security Code



Billing Address *

Street Address

City

State / Province / Region

Postal / Zip Code

Country

Email Receipt To *

A copy of this receipt will be emailed to this address.

Submit Payment

Things to Remember:

- If you think you have a problem, call us *Before* completing your payment
- You do not have the ability to 'Void' or 'Cancel' permits
- If you receive an inspection confirmation, it *is* on the list
- If you need to change or edit a permit, you must call us
- Editing/changing a permit is easier than voiding & refunding to start a new permit
- We do not receive automatic updates/renewals for your State Masters licenses

